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PSC COMMUNICATOR

News from the Procurement Service Center

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October 17, 2019

After-the-Fact Purchases Reminder

An After-the-Fact (ATF) purchase typically occurs when an organizational unit makes a large-dollar purchase (more than $10,000) before the PSC issues a purchase order (PO).

- *For example, if you submit a requisition for over $10,000 in supplier services and then you authorize the supplier to begin work before the PSC issues the PO … that's an ATF!*

It doesn't matter if your requisition is for goods or services … or if your requisition is for one item over $10,000 or for multiple items totaling over $10,000 … or if the cost without shipping is $10,000 or less.

If you create an ATF, you must follow the steps in the PSC Procedural Statement After-the-Fact Purchases. Be sure to discuss it first with your campus contact, as identified in the procedures.

Why is an ATF a Bad Thing?

ATF purchases result in delayed payments to suppliers who have, in good faith, provided goods or services to CU. They undermine the strong working relationships that we strive to create and sustain with supplier partners.

How do you avoid ATFs?

There are some things you can do to prevent ATFs from happening in your department:

- Be sure everyone in your organizational unit understands the ATF policy.
- Be clear that only the designated, trained individuals are authorized to initiate purchases on behalf of your organizational unit.

Questions?
Contact the appropriate purchasing agent for the commodity.

Reminder: Revised Cash Advance Procedures

If you're planning a University trip and are considering requesting a cash advance, please remember that the PSC Procedural Statement (PPS) Cash Advances has been recently revised (September 1, 2019).

Per the updated procedures, you'll need to include a detailed budget with every cash advance request. And, if your budget includes payments for services when normal procurement methods are not viable, please review the section on "Special Considerations-Payments for Services."

PSC Job Posting: Director of Procurement Operations & Shared Services

We've recently posted a job opening: Director of Procurement Operations & Shared Services. The search is to replace former Director of Procurement Systems Kara Finch, who left the PSC in August 2019. *Note that the change in title (from Procurement Systems to Procurement Operations & Shared Services) better reflects this position's areas of responsibilities. The title change aligns with a title change for Teresa Rausch, formerly Director of Procurement Operations. Teresa is now Director of Procurement & Contract Services, which also more accurately reflects her unit's focus.*

The Director of Procurement Operations & Shared Services oversees the strategy, implementation, and management of the University's eProcurement and travel technology platforms and manages the PSC's Business Systems Analysts and Procurement Administrative staff.

Reporting to Associate Vice President & Chief Procurement Officer Ed Mills, the position has four key areas of focus: technology implementation and strategy; internal shared services (functions and operations); procurement system technical administration; and, business process.

Key goals of this role include establishing a technology roadmap, updating Procurement Rules, redesigning workflow, and enhancing user experience across the campuses. With an increased focus on workflow, business process, policy, and user experience, it is our aim to meet the changing needs of our campuses as well as meet an ever more challenging regulatory and contracting environment.

We're looking for a great colleague – an adept, organized communicator who understands procurement processes and systems, management best practices, and technology change management.

For full details, see: www.cu.edu/cu-careers. On the CU System tab, click on Find CU System openings, and then search for Job Number 17465.

Note that for full consideration, completed applications must be submitted by October 28, 2019.